

State of Illinois  
Department of Central Management Services  
Bureau of Personnel  
Springfield, Illinois 62706

**Supplementary Examination Announcement**

**INFORMATION SERVICES SPECIALIST I - 21161**

Monthly Salary Range: \$3237 - \$4749

Option A-Applications Services; Option SSA-Spanish Speaking Applications Services

Option C-Clients Services; Option SSC-Spanish Speaking Clients Services

Option M-Multi/Other Services; Option SSM-Spanish Speaking Multi/Other Services

Option S-Systems Services; Option SSS-Spanish Speaking Systems Services

**All selected options may be listed on one application.**

General duties: An Information Services Specialist I, under immediate supervision, assists in performing professional Applications Services, Systems Services, Client Services, or Multi/Other Information Technology Services with an agency, completes professional assignments of limited scope, with completed assignments subject to review by a higher professional in the assigned area.

Minimum Training and Experience Required to Obtain Supplemental Questionnaire:

Requires knowledge, skill and mental equivalent to completion of two years of college with course work in computer science or directly related fields; or satisfactory completion of an agency sponsored training program. Options associated with these positions pertain to the category of assignment. Specific position requirements vary by position within the category of assignment and relate to the position's duties and responsibilities as defined by the agency of employment and as approved by the Director of the Department of Central Management Services or his/her designee.

Tests and weights: Training and experience evaluation (Supplemental Questionnaire) 100%. Candidates must meet minimum training and experience requirements; however the grade will be derived from the questionnaire.

Length of eligibility period: One year.

(Continued on reverse side)

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**YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.**

Send a completed application (CMS-100) to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, Illinois 62706.

The Supplemental Questionnaire will be mailed to you. ONLY one questionnaire need be completed if you are applying for Information Services Specialist I and II. The minimum requirements and scoring standards are different for each title and option, but the information required on the questionnaire is the same for both of these titles.

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**AN EQUAL OPPORTUNITY EMPLOYER**

9/14/00 (RC-063-17) Salary 7-1-06,  
Counties Updated 2-20-04,  
Grade Statement Changed 5-17-02,  
Option SS added 10-20-04

Option SS – Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established:

Option A: Cook (SS), Sangamon, Will.

Option C: Adams, Cook (SS), Lake, Morgan, Sangamon.

Option M: Madison, Sangamon.

Option S: Cook (SS), Randolph, Sangamon.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.